



**Executive Committee  
Brazzaville, Congo  
11 March 2014  
Ledger Hotel**

## **Minutes Executive Committee meeting**

### **1 Introduction, call of the roll and welcome by the President**

The meeting was opened by the President Ms Elisabet Arp. Seven of the eight members were present, so the quorum was reached.

The Vice-President of the Americas Sara Pimentel was excused.

The President welcomed all Executive Committee members. Concerning the meeting, she highlighted the importance of having a more transparent election system and a professional support to the communication work of the organisation. The President also stressed the importance of a strong and stable Executive Secretariat and the good development she sees of the work at the Secretariat.

### **2 Agenda of the Executive Committee Meeting**

The agenda was approved with the change under item 9, Miscellaneous.

### **3 Report of the Vice-Presidents**

**Asia-Pacific:** *See document EN 3. Region Asia-Pacific.*

The Vice-President reported that the workshop planned for this year in the Philippines cannot be held due to the natural disasters the country had to endure. For the visibility of WAPES in the region, the Vice-President prefers to organise an event in another Asia Pacific country, if necessary in Korea.

**Africa:** *See document EN 3. Region Africa.*

The Vice-President told the meeting that he would like to have the possibility within the framework of the Cooperation Fund to organise expert meetings.

**MEAC:** *See document EN 3. Region Middle East and Arab Countries*

The Vice-President remarked it was very difficult to get feedback from the members of the region.

**Europe:** *See document EN 3. Region Europe.*

The Vice-President was very concerned about losing members and asked the meeting to reflect on how to make WAPES more attractive.

**Americas:** *See document EN 3. Region Americas.*

Sara Pimentel, Vice-President of the region, could not attend the meeting, but has sent her report. The report was presented by the Executive Secretary. Special



attention was given to the fact the Vice-President wants to use the survey results in order to organise cooperation and capacity building activities among the members. The region has started to translate summaries and interesting material from events into Spanish.

## 4 Strategic tools and resources

### 4.1. Communication

#### 4.1.1 WAPES' new website

The new website was presented and celebrated.

#### 4.1.2. Key Messages

*See also document EN 4.1.2.*

The Executive Secretary explains the idea of having some key messages for WAPES that describe the essence of the organisation in an eye catching sentence written under the logo. The Vice-President region Europe remarked that it is important first to think more about the brand and the principles of WAPES in order to find a suitable key message. Additional to the proposals in the document; the Vice-President region Asia & Pacific proposed during the meeting the following key message: *Employment for everybody.*

Decision: The meeting agreed that it is important to discuss in depth what the messages should be, and a working group led by France will work on this issue. A proposal will be presented to the Managing Board in November 2014.

#### 4.1.3. Mass media policy and spokespersons WAPES

*See revised document EN 4.1.3.*

Since WAPES deals more and more with mass media, it is important to define responsibilities and ground rules for media contacts, including the role of spokespersons.

The meeting agreed that it is valuable to have a document on mass media policy, but it needs to be reformulated so that is quite clear that for the benefit of the organisation it is not only permitted but encouraged to be proactive in contacts with media. The policy regarding the role of the spokespersons also needs to be formulated so that it allows for flexibility.

Conclusion: The document will be reformulated by the Executive Secretary and discussed and decided on at the next meeting with the Managing Board.



## 4.2. WAPES as a knowledge hub

### 4.2.1. Information collection

*See also document EN 4.2.1.*

The WAPES study 2014 will as before include a questionnaire and be carried out in cooperation with professional partners for designing and processing online surveys. The 2014 edition will also include a publication of two analytical chapters and of country profiles.

The Vice-President region Europe pointed out that WAPES must ensure that the identity of the organisation must be preserved when presenting the survey results together with partners.

The members of the Executive Committee found the title "Information collection" too narrow as it reflects only the first step of the survey project. As it is much more than only a survey, they proposed to call it a study.

Further, the meeting discussed the obstacles to complete, analyse and publish the study in 2014, but an interim report at the end of 2014 should be possible. The finalised document would then be presented at the WWC 2015.

Conclusion: An **interim report** will be presented at the **Managing Board meeting** in November 2014, and the final report at the WWC 2015.

### 4.2.2. Participation fund

*See revised document EN 4.2.2.*

The aim of this fund is to support members with financial difficulties to participate at the regional workshops.

The meeting discussed what type of costs would be covered by this fund. The President drew the attention to the fact that the rules and administration of this fund must be as simple as possible.

Decision:

- The participation fund is for members of **category 1 and 2** when an online event is not possible.
- Only for **one person/PES once a year**.
- Costs for **transport** and **accommodation including breakfast** are 100 per cent refundable.
- The fund will be evaluated by the Treasurer and the evaluation presented at the Managing Board meeting in 2015.

### 4.2.3. Webinar

*See also document EN 4.2.3.*

WAPES is always looking for new methods of knowledge sharing. In 2013 a pilot project together with ILO tried out the method of webinars. As the project took place in Guatemala, the Vice-President Region Americas sent a report to the Executive Committee with the results.



The President wants to know the opinion of the Vice-Presidents concerning this new method.

The Vice-President Africa thinks the method is good as long as the technical resources are good, which is not the case for the African region.

The Treasurer pointed out that Hungary took part at the Managing Board meeting in the Dominican Republic via Skype and proposed to organise online meetings in order to evaluate different technologies.

Decision: Korea will make necessary arrangements for a short on-line meeting with the members of the Executive Committee for a brief overview of different technologies.

## 5 Preparation General Assembly

### 5.1. Process

*See also document EN 5.*

The Managing Board meeting in October, 2013, gave the Executive Committee the mandate to prepare the General Assembly 2014.

Regarding the process and the timing the Vice-President region Europe remarked that, even if a member is considered to have voted **yes** when they don't vote on time, it is preferable to send a reminder during the voting period.

It was also agreed the members can ask their Vice-President(s) more explanation about the documents to vote on.

With this remark the process for the Preparation of the General Assembly was approved by the meeting.

### 5.2. Content

#### 5.2.1. Treasurer's report 2013

*See the revised document EN 5.2.1. Report 2013 to vote at the GA*

The **Treasurer** gave the meeting the financial report for 2013 and an overview of the fee follow-up until the 31 of December 2013. At that moment in total 73,63 % of the members had paid the fees for 2013. The Treasurer pointed out that many members don't pay their fees and that the President, Vice-presidents and the Executive Secretary must consider to contact the members concerning this.

Questions regarding the Treasurer's report 2013 were discussed. One concern is that there is scope for many more activities, and that a clarification is needed on the difference between allocated resources and outcome.

Decision: The Treasurer and the Executive Secretary will add information and explanations to the Treasurer's report and send it to the General Assembly.



### 5.2.1. Treasurer's budget proposal 2014 - 2015

[See the revised document EN 5.2.1. to vote at the GA](#)

The **Treasurer** explained that if the surplus in the budget of 2013 and a part of the savings (as was agreed upon by the previous electronic General Assembly) on the bank would be reallocated in the budget of 2014 and 2015 WAPES could organise many more activities. This however demands that members are more active.

The President asked the Executive Secretary how members could be encouraged to be more active. For the Executive Secretary the members first have to know about the existing possibilities. The Secretariat is working on the possibility of presenting a menu of activities to be published on the website. Secondly, the Consultants can actively look at what can be offered to individual member countries.

The President remarked that there is an opportunity to rethink the organisation of events and maybe to focus more or also add on expert meetings with smaller groups of members. It might be possible to use the cooperation fund for this.

Decision: The issue of how to make better use of resources available will continue to be discussed at the next Managing Board meeting.

### 5.2.2. Internal and financial regulations

[See the revised document EN 5.2.2. for approval to GA](#)

The internal and financial regulations were revised in line with the decisions of the Managing Board in October 2013.

- **Internal Regulations**

The Executive Committee members agreed upon the proposed formulation of art. 01.  
The Executive Committee members agreed upon the proposed formulation of art. 24.  
The Executive Committee members agreed upon article 10.  
By accepting the adjustments, article 21 is approved by the Executive Committee.

Decision: The Executive Secretary and the Treasurer will check if article 21 is at the right place.

- **Financial regulations**

I. Resources

This point is accepted by the Executive Committee.

III. Audits and the budget.

By accepting the adjustments, point 32 is approved by the Executive Committee.



## 6 WAPES World Congress

[See document EN 6.](#)

The presented document reflects the discussions at the meeting organised between the Presidency, the Executive Secretariat and of Turkey about possible titles and topics for the WAPES World Congress. The purpose of this document is to provide a basis for discussion at the Executive Committee meeting.

As the topic *Public Employment Services and the new world of work* can highlight different realities, the members of the Executive Committee agreed to present this for approval at the Managing Board meeting in November 2014.

Decision: The meeting agreed on the organisation process. A steering and a working group will prepare a clearly defined proposal for the Managing Board meeting in November 2014. The steering group consists of the President of Wapes, the Director General of the Turkish PES and the executive Secretary of Wapes. The working group consists of representatives of the same three parties.

## 7 Meetings

[See document EN 7.1. for proposal to the MB for starting in 2015](#)

The decision of choosing the venues for the different WAPES meetings becomes more and more difficult. The President proposed to have transparent rules regarding the venue in order to avoid misunderstandings and complications. It was also discussed if 1.5 days should be scheduled for Executive Committee and Managing Board meetings.

Decision: The Executive Committee approved the idea of setting up a set of rules for choosing venues to be presented at the next Managing Board meeting.

### **Decision venue Managing Board 2014**

Two members want to organise the Managing Board meeting 2014: France and Peru. After voting following decision is taken:

**Decision:** The next Managing Board meeting will take place in **France in November 2014 in combination with a workshop on Idea Management.**

## 8 Information from Executive Secretariat

[See document 8.](#)

The Executive Secretary explained that the Executive Secretariat has adapted some titles and that the Regional Advisers are renamed *Consultants*.



## 9 Miscellaneous and closing of the meeting

Announcements of the President:

- 10<sup>th</sup> annual meeting of OECD-LEED in April in Stockholm Sweden will be organised together with WAPES and Arbetsförmedlingen.
- Arbetsförmedlingen will have a new Director General from 17 March 2014: Mr. Mikael Sjöberg. The acting President, Ms Elisabet Arp will bring up the possibility of him taking up the Presidency of Wapes for the remaining part of the SE Presidency, and will inform the Managing board on his decision.
- Ms Donna Koeltz will retire from at the ILO. WAPES will contact her in order to show our appreciation of her work.

A summary of the meeting was given by Mr. Ulf Norman, Arbetsförmedlingen, SE.

The **President** closed the meeting at 18h30.

**Meeting venue and room:** Brazzaville, Congo, Ledger Hotel

**Approved by:**

Elisabet ARP  
Presidency

Robert KOMAROMI  
Treasurer

Lenka KINT  
Executive Secretary

---



The following representatives took part in the meeting of the Executive Committee:

Ms	<b>ARP</b>	Elisabet	Sweden	Presidency
Mr	<b>NORMAN</b>	Ulf	Sweden	Presidency
Ms	<b>KINT</b>	Lenka	WAPES	Executive Secretary
Mr	<b>TERRIERE</b>	Dirk	WAPES	Executive Secretary
Mr	<b>KÖVI</b>	László	Hungary	Representing the Treasurer
Mr	<b>MOUTE à BIDIAS</b>	Camille	Cameroon	Honorary President
Ms	<b>GAUVIN</b>	Annie	France	Vice-Presidency Europe Region
Mr	<b>LEE</b>	Sang Hyon	Republic of South Korea	Vice-Presidency Asia/Pacific Region
Mr	<b>NYANGA-ELANGA</b>	André	Congo Brazzaville	Vice-President Africa Region
Mr	<b>BEYTE ALLAH</b>	Ahmed Leswed	Mauretania	Vice-President MEAC Region